15 July 1968

OFFICE OF TRAINING REGULATION NO. 50-1

SUBJECT : Weekend and Holiday Staff Duty Officers

25X1 REFERENCE: [   ] "CIA Alert System for Critical
         Intelligence"

RESCISSION : OTR Regulation 50-1, dated 12 March 1964

1. GENERAL

  This regulation establishes a system of Weekend and Holiday
Staff Duty Officers for the Office of Training.

2. POLICY

a. It is the policy within the Office of Training for staff employees
in grades GS 11 through 15 whose OTR assignments are in the
Headquarters area to serve as Staff Duty Officers for weekends
and holidays.

b. The staff-duty weekend will begin after working hours on Friday
evening and will end the following Monday morning. For a
holiday, staff duty begins after working hours of the day before
the holiday and ends the morning after the holiday.

c. Names of OTR's Staff Duty Officers will appear in an OTR Notice
published semi-annually.

3. RESPONSIBILITIES

a. The Staff Duty Officer shall:

  (1) Take responsible action on matters concerning the Office
    of Training which may arise during his tour of duty. Such

action would likely involve communicating with the appropriate OTR officer best able to handle the situation if, in the Duty Officer's judgment, the matter warrants further guidance or requires notification of other OTR officers. A functional directory will be made available to each Duty Officer.

(2)   Remain at his place of residence at all times during his tour of duty as the available OTR officer to the CIA Watch Officer and the CIA Security Office.

(3)   Obtain personally, the special OTR Directory and the OTR Instructions for Staff Duty Officers within two days of his assigned duty and return both documents, also personally, no later than the first working day after the tour of duty.

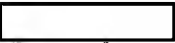(4)   Prepare comments, as necessary, concerning his tour of duty for the information of the Director of Training.

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John Richardson
Director of Training

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